

**City of Brunswick  
Mayor and Council Meeting Minutes  
October 26, 2021**

The October 26, 2021 City of Brunswick Mayor and Council Meeting was convened at 6:00 P.M. by Mayor Nathan Brown. The following members and staff were present: Nathan Brown, Mayor; John Dayton, Vaughn Ripley, Brian Sandusky, Andy St. John, Chris Vigliotti, and Angel White, Council Members; Dave Dunn, City Administrator; Carrie Myers, City Clerk; Kevin Grunwell, Chief of Police; Jeremy Mose, Waste Water Superintendent; Julie Martorana, EDC; and Carmen Hilton, Main Street Manager.

Mayor's Remarks

Ms. Myers read a Business in Brunswick Week Proclamation.

Mayor Brown discussed the following items: trash route change, Halloween party, update on the West B Street project, and Sustainable Maryland certification.

Citizens' Forum

No comments received.

Introduction and Adoption of Resolutions and Ordinances

- Resolution 2021-12 – Traffic Control Request – Handicap Space - 2 East A Street

Ms. Myers discussed this item. Mr. St. John made a motion to approve Resolution 2021-12. Mr. Sandusky seconded the motion, which passed 6-0.

- Resolution 2021-13 – Traffic Control Request – Handicap Space – 28 North Delaware Avenue

Ms. Myers discussed this item. Mr. Sandusky made a motion to approve Resolution 2021-13. Mr. Vigliotti seconded the motion, which passed 6-0.

- Special Ordinance 578 – Contract Acceptance 30-36 West Potomac Street

Ms. Myers stated this special ordinance was requested by the City Attorney to include language about the grant program, matching dollars, and the selection process of the four offers received. She stated with the passage of this special ordinance, the previously-approved resolution for the contract acceptance would be superseded.

Mr. Ripley made a motion to approve Special Ordinance 578. Mr. St. John seconded the motion, which passed 6-0.

- Special Ordinance 579 – Purchase of 102 West Potomac Street

Ms. Myers stated this special ordinance would approve the final purchase of 102 West Potomac Street, the Kaplon Building. A conditional offer of \$657,500 was signed on September 6, 2021, with a 45 day inspection period, which has concluded. The inspection found some water damage and brick and mortar deterioration, but stated the building is structurally sound.

Mr. Vigliotti made a motion to approve Special Ordinance 579. Mr. St. John seconded the motion, which passed 6-0.

## Staff/Commission Reports

Reports were received by EDC and Main Street.

## Consent Agenda

- PO#220059 Approval – PJ's Roofing, Inc. - \$11,123 – Public Works Garage

Ms. Myers stated this roof has needed replacing for some time, and that the building will still be used after Public Works moves to 811 West Potomac Street. Mr. Sandusky made a motion to approve the consent agenda. Mr. Ripley seconded the motion, which passed 6-0.

## New Business

- City Park Building Interior Renovations Bid Opening

Ms. Myers stated approximately \$36,000 was budgeted for necessary renovations. Only one bid was received through the RFP process from TKO Construction for \$55,000. Staff would review the bid and seek other bids if necessary.

- CSX Train Track Blocking Letter

Mayor Brown discussed the need for this letter. The City has been collecting data on train track blocking for several months and plan to send the letter to CSX and local elected and safety officials. Mr. Dayton made a motion to approve sending the letter as drafted. Mr. St. John seconded the motion, which passed 6-0.

- Salary Scale and Organizational Chart

Mayor Brown, Mr. Dunn, and Ms. Myers discussed this item. After a lengthy review process and salary study, the drafts were created.

The salary review process rated each position on skill, education, experience, knowledge, physical demand, mental demand, working conditions, and networking necessary to complete the job. The final scores determined where each position would be placed on the salary scale. Steps were left off the scale, as staff no longer uses them to determine salary. Each current salary was evaluated and there is plenty of room for growth built in the scale.

The organizational chart was developed to prepare the City for growth and re-allocate some duties at the management level. The following changes were made:

- **City Administrator** – remains an appointed position – directly oversees new Assistant City Administrator of Public Facilities, Chief of Police, Director of Planning, Director of Administration
- **Assistant City Administrator of Public Facilities** – new position - oversees operations in PW, Utilities, oversees projects (some that P&Z/Admin were overseeing) – this is an appointed position
- **Public Works** – only change is Director is no longer appointed, title change of Assistant Superintendent to Deputy Director
- **Water/Waste Water** – instead of two department heads, changing structure to one Director of Utilities and one Deputy Director – neither position appointed – this will help pull these two departments together for employee-sharing, duplication of equipment for ease of maintenance, chemical purchasing, etc.
- **Police** – no changes – Chief is still an appointed position, and administrative position will be called Police Administrative Specialist

3